

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-09-6

TO: All CFSA and Private Agency Staff

FROM: Roque R. Gerald, Psy.D, Acting Director

DATE: April 17, 2009

RE: Neglect Investigations for Active Cases

It is the mission of the Child and Family Services Agency (CFSA) to improve the safety, permanence and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Agency is committed to keeping families together whenever possible and appropriate, and to incorporate sound practice procedures to secure safe loving placements when removal from the home is unavoidable.

The Child Protection Services (CPS) administration is the first line of intervention for ensuring the safety and protection of children (under the age of 18 years) who have been maltreated (abused or neglected) or are at risk of maltreatment. In the event of additional reports of neglect for an active case, the assigned In-Home and Reunification (IHR) worker shall be responsible for investigating the allegation(s). The investigation shall occur with the same professionalism, sense of urgency, and attention to details as all other investigations. Any additional reports of abuse on an active case shall be investigated by CPS directly.

Information gathered during an investigation is essential for CFSA to be able to protect the child(ren) and to determine a plan of action for ensuring the child's ongoing safety, permanence, and well-being. It is imperative that the Agency carefully undertake additional neglect investigations with an aim for securing proper supports to prevent any further neglect and with the goal for securing the safety and well-being of the child(ren) and family involved.

This administrative issuance provides specific guidelines for workers investigating subsequent neglect allegations on cases that are currently active with the IHR administrations. *These required practices are effective immediately.* If you have any questions regarding this issuance, please contact your program administrator.

New Neglect Referrals for Active IHR Cases

Referrals must be classified as "neglect" and the case verified by a Hotline Supervisor as currently open in either IRHI or IRHII. Note: the referral time frame must not be classified as a priority 1 or immediate response. *If the referral time frame is classified as a priority 1 or immediate response, CPS staff will respond accordingly and open an investigation. Once initial contact has occurred, the CPS worker shall follow the procedures outlined above.*

1. The CPS Screening Panel shall review all new neglect referrals for active IHR cases to determine whether the case meets the criteria outlined above.

2. If the criteria are met, CPS shall forward the case to the assigned IHR worker through the following process:
 - a. The CPS program manager shall email the FACES Referral Snap Shot and referral information to both IHRI and IHRII program administrators. The CPS administrator shall be copied on the email.
 - b. The appropriate IHR program administrator shall then refer the case to the assigned IHR social worker and supervisor.
 - c. The IHR worker shall investigate the neglect allegation and make the following core contacts:
 - i. The child or children involved in the allegation – they must be interviewed alone, and not in the presence of any caretakers, adults in the home, or alleged maltreaters.
 - ii. The reporting source, whose identity shall remain absolutely protected and confidential.
 - iii. All children residing in the home, or present in the home at the time of the alleged neglect.
 - iv. The maltreater.
 - v. All adult household members.
 - vi. Health practitioner(s) – information requests shall be made for immunization records, and if appropriate, the practitioner shall be interviewed regarding any medical neglect allegations.
 - vii. Educational institution(s) – information requests shall include a copy of the child's report card and attendance history. If unable to obtain information directly from the parent or school, the IHR worker shall obtain a Student Transmittal and Attendance Record System (STARS) form from the CPS office (see Attachment A), and submit the completed form to the CPS secretary. If the child is enrolled in a DC charter school, the IHR worker shall contact the charter school directly.
 - viii. Safe Passages Information System (SPIS) – a search shall be completed for any involvement (or open cases) with other District government agencies.

Attachment A

STARS REQUEST FORM

Date: _____ Worker's Name: _____

Supervisory Approval: _____

Child's Name	Date of Birth

Date received: _____

Staff completing information: _____

Date completed: _____